



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2014-011
<u>OPEN PERIOD:</u>	09 Jan 2014 thru 2359 EDT, 13 Feb 2014
<u>HIRING DIRECTORATE:</u>	NGB/A1
<u>POSITION TITLE:</u>	Air National Guard Assistant Liaison
<u>AFSC REQUIREMENT:</u>	Any (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	SSgt/E5 Promotable - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Lackland AFB, TX
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

Must hold Rank/Grade requirement by this announcement closeout date.

Must have a Secret Security Clearance

If you do not currently hold the **8B100 AFSC** on your VMPF, the following items are required to be submitted:

Provide a statement of willingness to cross train into the 8B100 AFSC.

Qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists) is mandatory.

Applicants must have scored an 80 or above twice in the last 12 months on the AF PT test; or 90 or above once in the last 12 months. Must not have PT failures during the last 12 months for any portion of the PT test.

Recommendation by unit commander (Director for Stat tour members).

Interview and favorable recommendation/feedback by applicant's local Command Chief.

Unit Commander or Director letter certifying the following:

No record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform military training leader duties. No record of substance abuse, domestic violence, or child abuse. Never been convicted by a general, special, or summary courts-martial. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of character or behavioral/emotional control. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, AFECD, 31 October 2013 330 physical abuse or unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* and/or AETCI 36-2909, *Professional and Unprofessional Relationships*. No record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal abuse, as defined in AETCI 36-2216, *Administration of Military Standards and Discipline Training*, or financial irresponsibility. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. **NOTE:** Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses*.

AF Form 422 dated within the last year with PULHES of 1, 2, 1, 2, 2, 1 or greater. Additionally, the ability to speak distinctly and lift 40 lbs. must be annotated.

ASVAB General score of 49 or better.

Upon selection, member will be required to complete additional screening programs prior to attending the required training. Orders will not be issued until all appropriate screening is complete and has been approved by competent authority.

2. Position Description

Member should be comfortable and confident speaking to senior leaders, staff and students in a variety of positions and locations. Previous experience with public speaking is highly desirable. The ANG Liaison assistant must strive to foster a good working relationship with many different agencies across 7 different detachments and 89 wings. Professional conduct and military image must be above reproach. Acts as the lead for the front office, monitoring the organization and management of ANG Liaison office equipment, supplies, and any assigned personnel in support ANG training needs. Incumbent assists in coordination of ANG protocol/visitor functions; reviews military and technical training activities of ANG personnel in training squadrons located at AETC and DoD training locations; monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel for ANG trainees on personal issues and career progression; and coordinates feedback relating to military and technical training activities with supervisors, unit commanders, Force Development Superintendent (FDS), career field managers, and AETC training providers. The liaison manages reporting procedures for units, State HQs and training wing student accounting functions; maintains training data and provides monthly statistical reports on programs and operations to NGB/A1D; assists in reclassifying ANG members with training line number (TLN), class scheduling, orders, amendments and appropriate counseling; and facilitates waivers of partial and complete training programs or proficiency advancements with NGB/A1D and AETC training managers.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>